

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes _____ No _____

UMB Department School of Pharmacy Dean's Office
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)

Address 20 N Pine St, N309; Baltimore, MD 21201

Telephone 410.706.0549 Fax No. _____

Work Study Supervisor's Full Name Jeremy Doggett

Work Study Supervisor's Title Operations Specialist

E-mail Address jdoggett@rx.umaryland.edu

Alternate Supervisor's Full Name William Cooper

Alternate Supervisor's Title Senior, Assoc. Dean, Admin. & Fin., COO

E-mail Address wcooper@rx.umaryland.edu

Job Title Office Assistant

Job Function: ___ Technical Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Job Description of Office Assistant Position for SOP Dean's Office

Office Assistant Duties

- Provide general office support including receiving and directs incoming calls and visitors. Responds to general inquiries regarding office operations.
- Assists in maintaining records and filing systems. Codes, combines, copies, sorts, and files documents according to defined procedures. Processes a high volume of similar routine transactions with clearly defined procedures.
- Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data.
- Prepares and assists in preparing bulk mailings.
- Delivers, posts, and retrieves documents and materials on campus.
- Operates office equipment such as single and multi-line telephones, personal computers, fax machines, and photocopiers.
- Other general duties as assigned.